

# Recent Additions/Changes to CERS

July 2013 Update

Cal/EPA has implemented numerous additions and modifications to CERS since January 2013, but has not had the opportunity to communicate most of these changes to the CERS community due to the focus on EDT implementation. This document summarizes a selection of the most important additions and changes to the various parts of CERS since January 2013. In the future Cal/EPA intends to release timelier (and shorter) summaries of recent additions/changes.

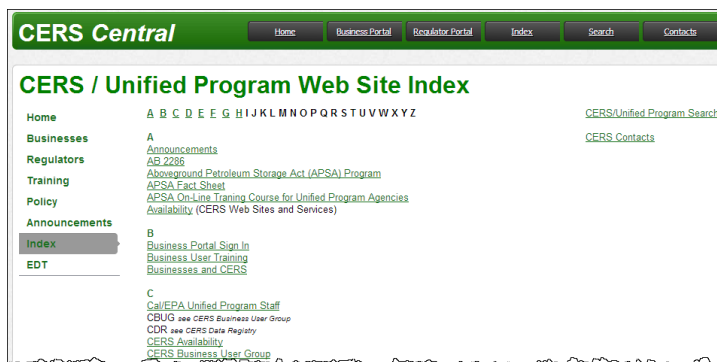
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## “CERS Central” Web Portal Additions

### CERS / Unified Program Web Site Index

<http://cers.calepa.ca.gov/Index/>

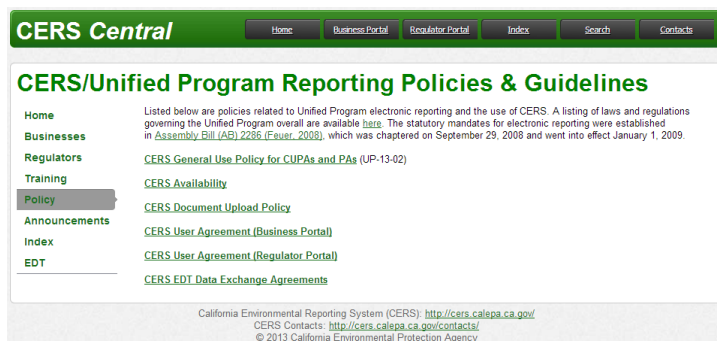
An alphabetical index of web pages and other resources related to CERS, electronic reporting, and the Unified Program. This page will continue to be expanded over time, and suggestions for new index items (with the pertinent URL) can be sent to CERS Technical Support. The page is available from the “Index” link on the left and top navigation links, as well as from the new Search page.



### CERS/Unified Program Reporting Policies & Guidelines

<http://cers.calepa.ca.gov/policy>

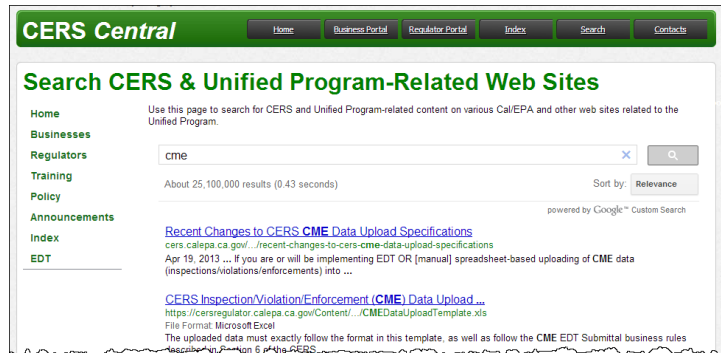
A listing of CERS and electronic reporting-related policies and guidelines. This page will be continually updated over time, and is available from the left navigation links on every CERS Central page, as well as the new Index. Two new policy/guidelines pages were published at the same time as this page: [CERS Document Upload Policy](#), and [CERS Services Availability](#).



## Search CERS & Unified Program-Related Web Sites

<http://cers.calepa.ca.gov/Search/>

This page uses a custom-filtered Google search to support keyword searching of the various CERS web sites, selected portion of the various State Agency sites related to the Unified Program, as well as the CUPA Forum web site. The page is available from the left navigation links on every CERS Central page, the "Search" link at the top of every page, and from the new Index page.



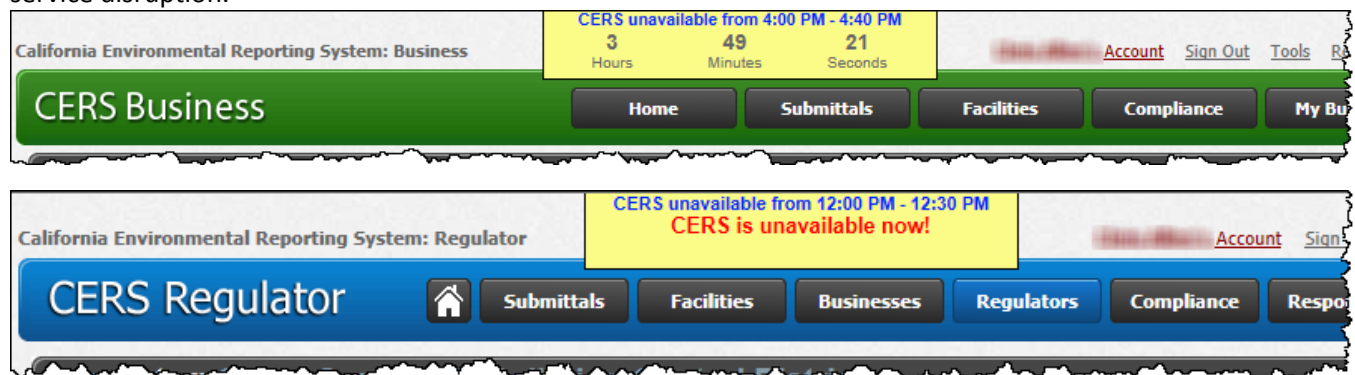
## Future CERS Central Modifications

With the addition of the Index and Search pages, Cal/EPA will be looking to simplify the CERS Central home page and more heavily orient it toward CERS business users. The Regulator Portal Sign In link will still be shown on the CERS Central home page, but most other regulator-oriented links will be moved and better organized onto the Regulator Users Home Page (<http://cers.calepa.ca.gov/regulators/>).

## CERS Updates Release Schedule and Notifications

As Cal/EPA approached completion of CERS EDT Services, it was able to reduce the number of disruptions during business hours caused by new releases/updates of CERS. Except when a critical update is necessary, CERS updates/releases will normally occur on Fridays between noon and 1:00pm. In April Cal/EPA published a [CERS Services Availability](#) page summarizing regularly scheduled downtimes.

In recent weeks a feature was added to both the Business and Regulator Portals alerting users to an upcoming service disruption.



## Business Portal

### Multi-Facility / Large Inventory Uploads

Business users can use this new tool to upload inventories for **multiple** facilities using the same Microsoft Excel Inventory upload template used for a **single** facility. The inventories will be added to CERS as draft submittals, and will overwrite any existing draft submittal for the facilities included in the upload. This tool can also be used to upload a very large inventory (500+ materials) for a single facility (<2% of Inventories as of July 2013). Because handling these large files takes extensive server resources, the processing will be deferred for up to 24 hours, with the user receiving an email when the upload has been processed. Until processing is complete, the Inventory elements of **ALL** of the business' facilities are locked. Links to this page are available from the Business Portal's "Tools" menu (upper right of all pages) and from the Inventory Upload page.

**CERS Business** Home Submittals Facilities Compliance My Business

**Upload Multi-Facility/Large Inventory: TEST AMERICA**  
Home >> My Business >> Upload Multi-Facility Inventory

Use this page to upload draft Hazardous Material Inventory Data for multiple facilities in your business using a Microsoft Excel template. Your uploaded inventory must exactly match the columns and format of the [CERS Hazardous Material Inventory Upload Template](#). Currently CERS only supports the Excel 2003 format (xls extension)

**When you upload your file, CERS will prevent creation/editing of ANY submittal elements for ALL of your business' facilities**, and then immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, then it will be queued for processing later in the day (typically overnight), and you will receive an email when the processing is completed (or further information if it failed for some reason). Once processing is completed, all submittal elements for your facilities will be unlocked and users can continue editing/submitting these elements.

Please note that if you upload an inventory for a facility that has an existing draft Inventory element (perhaps entered via the CERS web pages), this draft Inventory will be replaced by the data from this upload. Because this feature can overwrite data entered by your colleagues and locks all submittal elements while your upload file is waiting to be processed, be sure to coordinate with your colleagues as necessary before you upload a multi-facility inventory file.

**Upload Multi-Facility Inventory**  
Inventory Excel Spreadsheet  
Browse...  
Upload Inventory Cancel

Your upload will temporarily lock ALL of your facilities until the processing of your file is completed (typically overnight).

Your upload will permanently overwrite/replace data in any existing draft inventories.

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### Location Field Autocomplete on Inventory Material Detail Page

**CERS Business** Home Submittals Facilities Compliance My Business

**Hazardous Material Inventory: TEST AMERICA**  
Home >> Prepare Submittal >> Materials Inventory: Hazardous Material Inventory (Draft) >> Add Material

You must complete a separate inventory form for each individual hazardous material and hazardous waste that you handle at your facility. The inventory form is used to report the quantity of hazardous material and hazardous waste that you handle at your facility. The inventory form is used to report the quantity of hazardous material and hazardous waste that you handle at your facility.

**Inventory Location and Quantity**

Chemical Location  
Room D145  
Room D033  
Room D247  
Room D154  
Room D239  
Room D327  
Room D038A  
Room D120  
Room D217  
Room D324  
Room D125  
Room D255A

Average  
Largest Container  
Annual Waste Amount  
Days on Site

☐ Tank Truck, Tank Wagon  
☐ Tank Car, Rail Car  
☐ Other

Title  
Bottle

Storage Pressure  
Storage Temperature

On Materials Detail page, the Location field now has an autocomplete feature showing of Locations previously entered for other materials in the facility.

## Miscellaneous Statewide Documents

CERS EDT implements very specific data standards to support the successful exchange of complex reporting data between local/vendor data systems and CERS. Any changes in reporting data will necessitate time-consuming changes in regulations and then sufficient time for Cal/EPA and users of CERS EDT services to retrofit their systems (aka "CERS3"). Until a CERS3 effort is implemented, any statutory or regulatory reporting requirements not currently captured in the Unified Program Data Dictionary will have to be collected using document uploads to the new "Miscellaneous State-Required Documents" resource added to each submittal element in CERS. Presently there are several UST-related forms/requirements that should be handled using this submittal element resource.

**Facility Information** ● DRAFT Dec. 29, 2011 [Submit](#)

[Business Activities](#) [Business Owner/Operator Identification](#) [Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

**Each Submittal Element has this link to add a Miscellaneous State-Required Document**

**Unified Program Local Reporting Requirements for San Bernardino County Fire Department**  
Regulated facilities in this jurisdiction are required to report the total number of employees. SBCC 23.0602(c)(10)

● ▲ Review Needed [Edit](#)  
● Review Needed [Edit](#)

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**Underground Storage Tanks** ● DRAFT Jan. 2, 2012 [Submit](#)

[UST Facility Operating Permit Application](#) [Add Certification](#) ● Review Needed [Edit](#) [Discard](#)

[UST Certifications of Installation/Modification](#)  
[UST Monitoring Site Plan](#)  
[UST Certification of Financial Responsibility](#)  
[UST Response Plan](#)  
[UST Owner/Operator Written Agreement](#)  
[UST Letter from Chief Financial Officer](#)  
[Owner Statement of Designated UST Operator Compliance](#)  
[Locally-Required Documentation](#)  
[Miscellaneous State-Required Documents: Upload Document\(s\)](#) Ready to Submit [Edit](#) [Discard](#)

**Once uploaded, the document (s) will appear as an additional line in the submittal element in the Prepare Draft Submittal page (as well as the Regulator Portal's submittal review pages).**

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**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Miscellaneous State-Required Documents:** [Home](#) [Prepare Submittal](#) [UST: Miscellaneous State-Required Documents \(Draft\)](#)

**Instructions/Help**

**Miscellaneous State-Required Documents**  
The State Water Resources Control Board's (SWRCB) Underground Storage Tank Program has many required forms that are not specifically listed in CERS. Please contact your local regulator and/or the [SWRCB UST Program](#) if you are unsure what documentation you need to provide.  
To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload. Use of other document options shown on the left would be unusual and must be approved by the appropriate state regulator.

**Document Options**

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

**Document Upload(s)** [CERS Document Upload Policy](#)

**Upload Document** [Browse...](#)

Date Authored (Required)  Document Title (Required)

Description/Comments (Optional)

[Save & Upload Again](#) [Save & Finish](#) [Cancel](#)

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## Inventory Upload Error Reports

When an inventory is uploaded using the Microsoft Excel Inventory Upload Template, Cal/EPA has implemented dozens of error checks and advisories to assist business users in resolving formatting and other data issues so they can successfully upload the inventory file without errors.

**CERS Business** Home Submittals Facilities Compliance My Business

**Hazardous Material Inventory:** Home » Prepare Submittal ( ) » Materials Inventory: Hazardous Material Inventory (Draft) » Upload Inventory

Upload your facility's inventory by choosing your inventory spreadsheet using the form to the right. Uploaded inventory spreadsheets must match the columns and format as shown in the [CERS Hazardous Material Inventory Upload Template](#). Currently CERS only support the Excel 2003 format (xls extension)

Cal/EPA does not recommend more than approximately 500 materials per upload (which can take 60-100 seconds to upload/process). Larger inventories can be either, (1) divided into separate spreadsheets and uploaded using the "Append to Existing Inventory" option, or (2) uploaded for deferred processing as a single large inventory file (or a single upload file with inventories for multiple facilities) using the [Multi-Facility Inventory](#) page.

If your facility already has inventory entries in CERS, you can also download your facility's current inventory using the Hazardous Material Inventory [Download](#) functionality, edit, and reupload your inventory using this form.

**Upload Inventory**  
Inventory Excel Spreadsheet  
 No file chosen  
Replace/Append Existing Inventory  
-- Select Option --

**Errors were found with your uploaded worksheet. A maximum of 25 errors are shown below:**

Error
Fields HC1PercentByWeight, HC2PercentByWeight Percentage By Weight are out of range (row 5).
Field HC3PercentByWeight Percentage By Weight is out of range (row 7).
Common Name (Inventory) must be specified (row 9).
Physical State must be specified (row 17).
EHS must be specified (row 18).
Common Name (Inventory) must be specified (row 24).
CERSID in uploaded file (10003961) does not match current facility's CERS ID (10003960) (row 82).
CommonName contains illegal character(s) (row 83).
HC1Name contains illegal character(s) (row 83).
ChemicalName contains illegal character(s) (row 429).

**Much more extensive and detailed error listings are shown on Inventory Uploads that fail validation.**

## Address-Related Country Field Now Autocompletes to Standard Country Name List

**Owner** Copy address...

First and Last Name, or Corporate Name Phone  
Worldwide International 44 20 7783 2000

Mailing Address  
87 Shirley Street

City ZIP/Postal Code  
Nassau

Country  
Bahamas For USA/Canada Address  
Austria  
Azerbaijan  
Bahamas  
Bahrain  
Bangladesh  
Barbados

Phone  
650-723-0593

**FYI: Owner Name caption changed to include Corporate Name**

**At request of EDT implementers, all Country fields are now drop-down/autocomplete fields to ensure consistent data entry.**



## Non-Regulated Facilities Filterable/Highlighted

Facilities that are Non-Regulated (i.e., the *Reporting Requirement* for the *Facility Information* submittal element is *Not Applicable*) are now discernible in the facilities listings as shown below.

CERS Business
Home
Submittals
Facilities
Compliance
My Business

Facility Search: PACIFIC BELL TELEPHONE COMPANY dba AT&T CALIFORNIA
Home » Facility Search

Instructions/Help

Use this form to view/search all of the facilities for this business. Select "Export to Excel (Brief)" to download the results of the facility search. You will receive detailed *Facility Information* element data and other information for each facility shown in the search results.

Search

CERS ID
Facility Name
Facility Address
Last Submittal From
Last Submittal To

Facility ID/Key
City
ZIP Code
County
Regulator

Regulated Status
Non-Regulated
All
Regulated
Non-Regulated

Clear
Search

CERS ID	Facility Name	Address	Last Submittal	CUPA	
10022308	AT&T California - SAP70 *	5101 OFFICE PARK, BAKERSFIELD 93309	3/6/2013	Bakersfld	Start / Edit Submittal
10057906	AT&T California *	611 Folsom St, San Francisco 94107		SanFran	Start / Edit Submittal
10155977	AT&T CA - LB783 *	0 Grapevine Ranger Sta, Death Valley 92328	3/15/2013	Inyo	Start / Edit Submittal
10155981	AT&T CA - LBU55 *	Route 190, Stove Pipe Wells 92328	3/15/2013	Inyo	Start / Edit Submittal
10173079	AT&T CALIFORNIA - LBX37 *	W O Highway 178, SLATE 93592	3/15/2013	Inyo	Start / Edit Submittal

\* Non-Regulated
Export to Excel (Details)
Export To Excel (Brief)

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CERS Business
Home
Submittals
Facilities
Compliance
My Business

Home: PACIFIC BELL TELEPHONE COMPANY dba AT&T CALIFORNIA
Home

Common Tasks

START
**Start Facility Submittal**

CERS will help walk you through the forms and documents required for your previously added facility(s).

**Add Facility**

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**

You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**

Find contact information for your facility's local regulator(s).

Facilities
Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	AT&T CA - LB229	Death Valley Cdo Hwy, Furnace Creek 93526	3/1/2012	10155975
Start / Edit Submittal	AT&T CA - LB783 *	0 Grapevine Ranger Sta, Death Valley 92328	3/15/2013	10155977
Start / Edit Submittal	AT&T CA - LBU55 *	Route 190, Stove Pipe Wells 92328	3/15/2013	10155981
Start / Edit Submittal	AT&T California (LB155)	4821 Pedley Rd, Riverside 92509	4/30/2013	10316614
Start / Edit Submittal	AT&T California - LB124	511 S Joy St, Corona 92879	4/18/2013	10439767

\* Non-Regulated

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## Help Page Includes Index of New Help Guides

**CERS Business**

HomeSubmittalsFacilityComplianceMy Business

**Help**

Home » Business Portal Help

**Business Portal Help Materials**

Help Resource	Resource Type
<a href="#">Adding Your First New Facility</a>	Help Guide
<a href="#">Requesting Access to an Existing CERS Business/Facility</a> This brief document explains how to search for and request access to an existing facility/business in CERS.	Help Guide
<a href="#">Adding a New Person/User to your CERS Business</a> This brief document shows how to add a new person/user to have access to the facility(s) for you CERS Business.	Help Guide

**Other Help Information**

A selection of business user training materials are available on the [CERS Central Business User Help page](#).

- [CERS User Agreement](#)
- [CERS Document Upload Policy](#)
- [CERS Services Availability](#)
- [CERS Hazardous Material Inventory Upload Template](#)

**How to Get Help?**

**What to Report**

Questions concerning what data should be reported for your facility(s) should be directed to your [local regulator\(s\)](#).

**How use CERS**

General questions about how to use CERS (or the local reporting portal) for reporting on your facility(s) should also be directed to your [local regulator\(s\)](#).

**CERS Technical Problems/Questions**

If you are have technical problems accessing CERS or receiving errors while using CERS, please contact CERS Technical Support at [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov).

**Multi-Jurisdictional Businesses**

For questions relating to setting up a business organization in CERS with facilities in more than one CUPA jurisdiction, please review this [letter](#) and/or email [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov).

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The Business Portal's "Help" page includes a index of Help Guides that Cal/EPA will expand with additional documents over time.

# Regulator Portal

## Non-Regulated/Not Applicable Facilities

Cal/EPA has directed CUPAs to retain a facility's CERS ID across different owner/operators to facilitate maintaining submittal and CME history of a facility ("plot of ground") to better meet federal RCRA and Public Right-to-Know requirements. There have been a number of scenarios where regulators have found it difficult to meet this requirement, and Cal/EPA has will continue to add feature to assist regulators with this need. One of these scenarios involved a facility being regulated under a **previous** owner/operator, while the **new/current** owner/operator's operations at the facility are no longer regulated under the Unified Program. The previous owner/operator wants the facility removed from their CERS Business, but the current owner/operator will not be using CERS. To address this and other situations, Cal/EPA created a special CERS Organization unique to each CUPA for temporarily or permanently transferring facilities that are no longer regulated or don't have a currently known owner/operator. Regulators can transfer facilities to and from the CERS Organization just like any other business. A list of the CUPA's facilities belonging to this special CERS organization are available from the "Non-Regulated Facilities" page of the Regulator Detail page.

The screenshot shows the CERS Regulator portal interface. The top navigation bar includes links for Submittals, Facilities, Businesses, **Regulators** (highlighted with a red circle), Compliance, Responders, and Reports. The main header identifies the user as 'Regulator: San Diego County Department of Environmental Health'. A breadcrumb trail shows the path: Home » Regulator Search » San Diego County Department of Environmental Health » Non-Regulated/Not Applicable Facilities Listing. On the left sidebar, the 'Non-Regulated Facilities' link is highlighted with a red circle. The main content area features an 'Instructions/Help' section explaining the purpose of the page and the special CERS Organization for non-regulated facilities. Below this is a table titled 'San Diego County CUPA Non-Regulated/Not Applicable Facilities' with columns for Facility Name, Street Address, City, ZIP Code, Last Submittal, and CUPA. The table contains one entry for 'BODHI VETERINARY CLINIC & ANIMAL HOSPITA' in San Diego. A pagination bar at the bottom indicates 'Page 1 of 1' and 'Displaying items 1 - 1 of 1'.

Facility Name	Street Address	City	ZIP Code	Last Submittal	CUPA
BODHI VETERINARY CLINIC & ANIMAL HOSPITA	2200 UNIVERSITY AVE	SAN DIEGO	92104	01/21/2013	San Diego

The screenshot shows the 'Facility Transfer' page for Chevron #309187 (CERSID: 10176707). The top navigation bar is the same as the previous screenshot. The main header identifies the user as 'Facility Transfer: Chevron #309187 (CERSID: 10176707)'. A breadcrumb trail shows the path: Home » Facility Search » Facility Summary: 10176707 » Facility Transfer. On the left sidebar, the 'Facility Transfer' link is highlighted. The main content area features a 'Step 1: Select New CERS Organization for this Facility' section. This section includes a 'Facility to Transfer' summary and a 'Transfer to the Following Business/Organization' form. The form has fields for 'Organization Name' and 'Headquarters', with a 'Search CERS Organizations' button. A red callout bubble points to the 'Select Non-Regulated Facilities Organization' button, stating: 'Regulator-initiated Facility Transfer page includes a button to select the CUPA's "Non-Regulated/Not Applicable" organization as the transfer's target business.' Below the form is a table with columns for Business/Organization Name, Headquarters, and Facilities. The table is currently empty, showing 'No records to display' and 'Displaying items 0 - 0 of 0'.

Business/Organization Name	Headquarters	Facilities
No records to display.		



## Facility Search Export to Excel (Details) Download

When a user uses the “Export to Excel (Details)” feature on the Facility Search for a set of facilities, the Microsoft Excel download now includes a number of new columns about recent submittals and inspections that UPAs may wish to use to manage/review data. Using filtering features in Excel, users could for instance query which facilities have not yet submitted any submittals at all (*FacInfoLastSubmittedDate* is empty), or how many UST facilities have had a UST inspection in the past year (*USTLastInspectionDate* > than a specified date). Cal/EPA anticipates eventually developing reports in CERS to meet these kinds of needs as well.

For each of the nine Submittal Elements the following four fields are shown for every facility.

DE	DF	DG	DH	DI	DJ	DK
20.0088				20.0001	20.0088	
FacInfoReportingRequirement	FacInfoNextDueDate	FacInfoLastSubmittedDate	FacInfoLastAcceptedDate	InventoryRegu	InventoryRe	Invei
Applicable		02/01/2011	03/09/2011	2500	Applicable	
Applicable		05/02/2013	05/07/2013	2500	Applicable	
Applicable		05/02/2013	05/13/2013	2500	Applicable	
Applicable		05/02/2013	05/13/2013	2500	Applicable	
Applicable				2500	Applicable	
Applicable		05/02/2013	05/13/2013	2500	Applicable	
Applicable		01/15/2013	01/16/2013	2500	Applicable	
Applicable				2500	Applicable	
Applicable		07/17/2012	07/25/2012	2500	Applicable	
Applicable		11/01/2012	11/05/2012	2500	Applicable	
Applicable		05/14/2013	05/14/2013	2500	Applicable	
Applicable		11/14/2012	11/26/2012	2500	Not Applicable	

A new set of columns was added to the end of the Facility Search Export to Excel (Details) download that shows the last inspection date for each facility by CME Program Element. In this example, the download is being filtered in Excel to show facilities that have had Hazardous Materials Release Response Plans (HMRRP) inspections.

FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL
Inspections										
APSAstLastInspe	CalARPLastInspe	CALastInspe	CELastInspe	HHWLastInspe	HMRRPLastInspe	HWLastInspe	HWLQGLastInspe	HWRecyclerLa	PBRLastInspe	USTLastInspectionDate
					09/27/2012					
					07/02/2013					
					07/02/2013					
					07/02/2013					
					09/20/2012					09/20/2012
					07/02/2013					
				06/05/2012	06/05/2012	06/05/2012				
					09/19/2012					09/19/2012
					10/18/2012					10/18/2012
					09/19/2012					09/19/2012
					07/02/2013					
					09/19/2012					09/19/2012

## Action Item Processing Screens

A number of enhancements and additional data have been added to the Action Item Processing Screens during Q2 2013. Cal/EPA will be undertaking a major effort during the second half of 2013 to rewrite these screens to make them easier to use and to ensure Action Items that are no longer relevant are automatically deleted (e.g., delete User Access Requests if the user was granted access through some other channel since the request date). Some recent changes of note include:

- Regulator User Access Request processing screen has been modified to make it more obvious the request is for access to the **regulator** rather than a **business**, and warns approver if the requestor's email address does not follow typical government-related domains.
- Facility Transfer Request processing screen provides more information and links to other pages to help regulator's decide upon the request.
- Facility Merge and Facility Delete processing screens now support deleting of the request if it has already been acted upon through some other channel.

## Submittal Search/Processing Pages

Based upon user requests, a number of additions/modifications were made to these pages over time including addition of a "Starts With"/"Contains" filter for Facility Name and adding the Regulator Review Comments and other submittal action data to the Submittal Search's *Export to Excel* feature. During June modifications were made to greatly improve performance of the Submittal Search for regulators with large number of submittals.

**CERS Regulator**

[Home](#)
[Submittals](#)
[Facilities](#)
[Businesses](#)
[Regulators](#)
[Compliance](#)
[Responders](#)
[Reports](#)

**Submittal Search**

[Home](#) >> [Submittal Search](#)

**Search Submittals**

Regulator: San Diego County Department of Environmental Health
 Status: Submitted + Under Review

CERS ID: 
 Facility Name: Starts with 
 Facility ID/Key:

City: 
 ZIP Code:

Element: --All Submittal Elements--

Submittal Date From: 1/1/2012
 To:

\*Note: Submittal data is current as of 7/8/2013 at 5:50 PM.

CERSID	Address	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote	Tank	APSA
<a href="#">10001761</a>	Caltrans-Cholas 1505 Rigel Street San Diego, 92113	<a href="#">1/24/2013 3:02PM</a>	<a href="#">Under Review</a> 2/27/2013								
<a href="#">10001788</a>	CALTRANS/ LAKE HENSHAW 27955 HIGHWAY 79 SANTA YSABEL, 92070-9819	<a href="#">1/24/2013 3:48PM</a>	<a href="#">Submitted</a> 1/24/2013	<a href="#">Submitted</a> 1/24/2013							
<a href="#">10055518</a>	UNIVAR USA, INC. 2100 HAFFLY AV NATIONAL CITY, 91950	<a href="#">2/25/2013 10:18AM</a>	<a href="#">Submitted</a> 2/25/2013		<a href="#">Submitted</a> 2/25/2013						
<a href="#">10055518</a>	UNIVAR USA, INC. 2100 HAFFLY AV NATIONAL CITY, 91950	<a href="#">2/22/2013 11:39AM</a>	<a href="#">Submitted</a> 2/22/2013	<a href="#">Submitted</a> 2/22/2013							
<a href="#">10055518</a>	UNIVAR USA, INC. 2100 HAFFLY AV NATIONAL CITY, 91950	<a href="#">2/22/2013 11:50AM</a>	<a href="#">Submitted</a> 2/22/2013	<a href="#">Submitted</a> 2/22/2013							

1 2 3 4 5 6 7 8 9 10 ... 5
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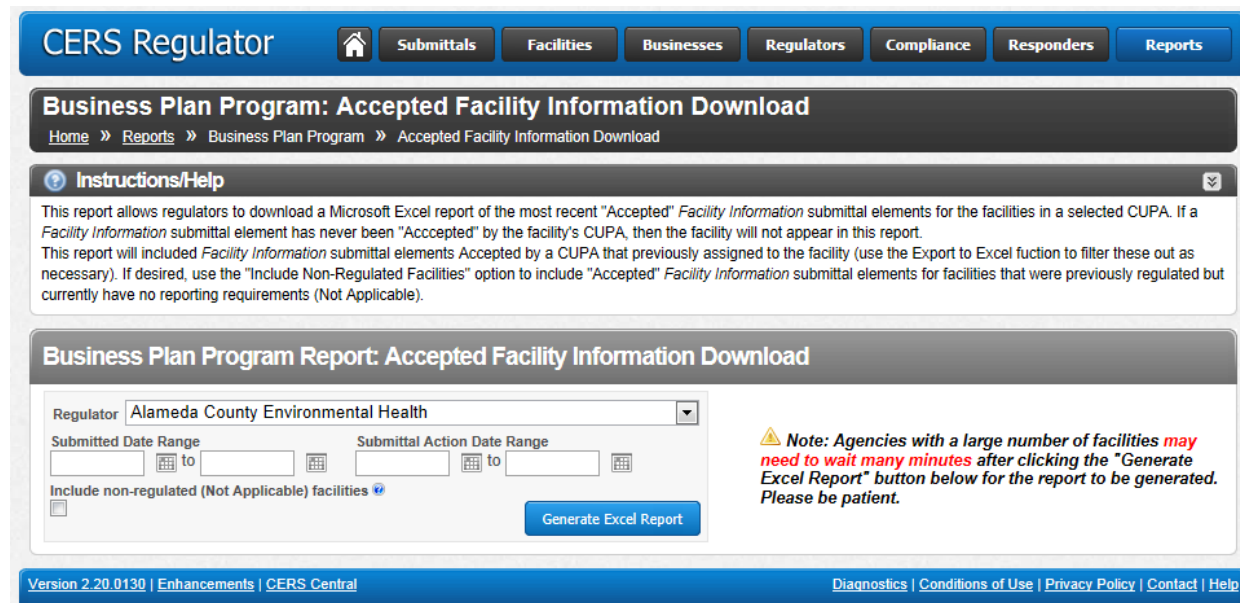
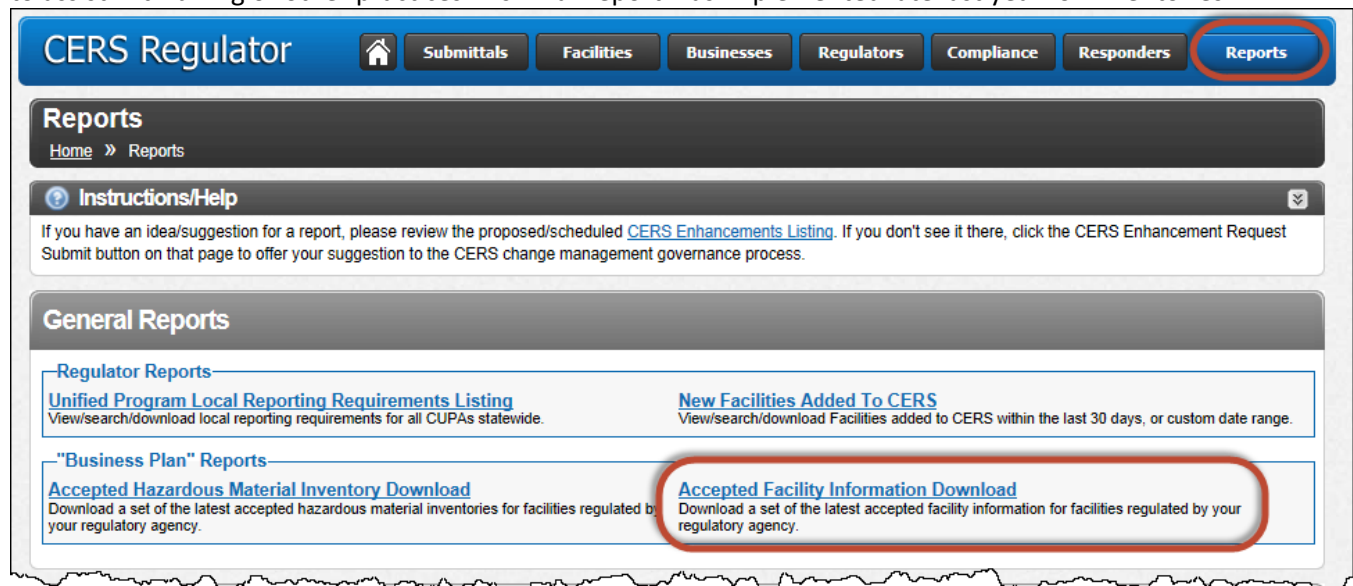
[Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

Identifiers/General Info							Facility				Inventory		
1a	1	20.0016	3	103	104	105							
CERS ID	Facility ID	Business Name	Facility Name	Site Address	City	ZIP	Submitted	Status	Date	Comments	Status	Date	Comments
00229087		San Diego County Department of Environmental Health	San Diego County Department of Environmental Health	San Diego County Department of Environmental Health	San Diego	92113	1/9/2012 1:17 PM	Not Accepted	05/09/2012	Most recent submission has been reviewed.	Not Accepted	01/13/2012	Hi [redacted], Please identify more clearly
00234880		San Diego County Department of Environmental Health	San Diego County Department of Environmental Health	San Diego County Department of Environmental Health	San Diego	92113	1/9/2012 2:28 PM	Not Accepted	01/10/2012	Please provide property owner information			
00234897		San Diego County Department of Environmental Health	San Diego County Department of Environmental Health	San Diego County Department of Environmental Health	San Diego	92113	1/9/2012 4:03 PM	Not Accepted	01/12/2012	Not a valid address. Not a valid APN.	Not Accepted	01/12/2012	Map shows different address

The SubmittalActionDate and Regulator Comments have been added for each Submittal Element.

## Accepted Facility Information Download

This new report added to the [Reports](#) page allows regulators to download a set of the latest **Accepted Facility Information** submittal element for facilities regulated by the specified UPA. This may be used by some regulators to assist with billing or other practices. A similar report was implemented late last year for Inventories.



## Business Search

Cal/EPA has made a number of changes and enhancements to Business Search and Business Summary pages based upon user requests and new features being added to CERS. Some recent changes of note include:

- Addition of "Starts With"/"Contains" to the Business name filter
- Modifications to improve the speed of the Business Search page
- Prominent labeling of "Inactive" businesses on Business Summary page
- Environmental Contact added to Business Summary page

## Create CERS Business/Organization without a Facility

Some regulators have had the need to quickly transfer an existing CERS facility to a new owner/operator who has not created a business/organization in CERS. The standard advice to use the "Add New Facility" wizard on the business' behalf does not apply since the regulator only want to create an "empty" organization to transfer an existing facility into. A new tool was added to the "Tools" page in the **Business Portal** that only regulators can view as shown below.

The image shows two screenshots of the California Environmental Reporting System: Business portal. The top screenshot shows the 'Tools' section, which is only available to regulator lead users. The bottom screenshot shows the 'Create CERS Business/Organization' form, which is used to create a new CERS Organization without creating a new facility at the same time.

**California Environmental Reporting System: Business**

Home » CERS Tools

**Tools**

[CUPA Contact Information/Listing](#)  
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

[Upload Multi-Facility \(or Very Large\) Inventory Submittal Elements](#)  
Upload draft Hazardous Material Inventory submittal elements for one or more of your business facilities. You will receive an email when processing of your uploaded file is complete.

**This section is only available/visible to regulator lead users**

[Create CERS Business/Organization \(no facility added\)](#)  
Lead regulator users can use this tool to create a CERS Business without creating a new facility like you would in the Add Facility wizard. This tool would typically be used to create a "target" organization to transfer an existing CERS Facility to.

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**California Environmental Reporting System: Business**

Chris Allen's Account | Sign Out | Tools | Reports | Help

**CERS Business**

Home » Regulator Create CERS Business/Organization

**Create CERS Business**

**Instructions/Help**

Regulator Lead Users can use this form (instead of the new facility wizard) to create a new CERS Organization **without** creating a new facility at the same time. This would typically be useful when an existing CERS Facility needs to be transferred from a past owner/operator to a new owner/operator that does not yet exist in CERS. When the new CERS Business is created, the regulator lead user will be added as the first lead user for the business. The regulator should add/invite the new owner/operator people as CERS users, and then the regulator should be removed or downgraded to a lesser role for the newly added business.

**Create CERS Business/Organization**

**New Business Details**

Organization Name

Headquarters

Origin

CUPA

My Regulator

Alameda County Environmental Health

Cancel Save

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## Submittal Action Pop-Up Screen

**CERS Regulator** | Home | Submittals | Facilities | Businesses | Regulators | Compliance | Responders | Reports

**Facility Submittal:** 10449133 | Home > Submittal Search > Submittal: 5/2/2013 (10449133)

Submittal: May 2, 2013 7:25 AM

**Facility Information**

Submitted for CERS Submittal was Under Review

Business Activity  
Business Owner

**Emergency Response**

Submitted for CERS Submittal was Under Review

Emergency Response  
Employee Training

Download EDT Regulator

Version 2.20.0130 | Enhancements

**Update Status/Comments**

Facility Information

Upon saving a submittal status change, email notifications will be sent to the facility's Lead Business User(s).

**Current Status**

**Under Review** Regulator is reviewing the submittal element. This is an optional status a Regulator can use to express to the facility's business (and other regulators) they are or intend to review a submittal.

Status last updated by **Ms. La. Huong** 5/2/2013 8:25 AM

**New Status**

Not Applicable  
Accepted  
Not Accepted  
Not Applicable  
**No Status Change**

**Comments to Business**

Next Reporting Due Date

Save Cancel

**More advisory text shown when certain Submittal Statuses are shown.**

**The new "No Status Change" status allows a regulator to modify/correct the Comments field without changing the status. When the comment changes are saved, an email goes to the business lead user(s) indicating the comments have been changed by the regulator.**

## Duplicate Facility Report

Data seeding activities created many duplicate facilities in CERS. This report can be used to identify "exact" and "close" facility duplicate matches for a selected CUPA.

California Environmental Reporting System: Regulator | Home | Account | Sign Out | Tools | Reports | Help

**CERS Regulator** | Home | Submittals | Facilities | Businesses | Regulators | Compliance | Responders | Reports

**Find Duplicate Facilities**

Home > CERS Tools > Find Duplicate Facilities

**Instructions/Help**

Regulators can use this page to identify likely duplicate facilities based upon a comparison of facility names and their addresses. Select your CUPA, and then either select "Exact Match" to only find facilities whose facility name AND entered/standardized address exactly match, or select "Close Match" if you want a broader search (more results) that looks for facilities with similar but not necessarily exact facility names AND an exact address match.

If you are a regulator lead user, you can use the **Manage** buttons to jump to the facility's "Manage Facility" page if you wish to transfer or merge a facility. A **Delete** button will also be enabled if the facility has no previous submittals.

\*This uses a [Soundex](#) search of facility names.

**Search**

CUPA: All CUPAs

☒ **Exact Match:** Exact Facility Name plus Exact Address Matches

☐ **Close Match:** Close/Similar Facility Names plus Exact Address Matches

Created On Date Up To: [Date]

Search

Drag a column header and drop it here to group by that column

CERS ID	Facility Name	Street Address	Created	Last Submittal	Business - (HQ) - [Code]	Facs/Users	
10449133	7-ELEVEN #32290	8395 Otay Mesa Rd San Diego, 92154	06/22/2013		7-ELEVEN #32290 (San Diego, CA) [90391831]	1 / 1	Delete Manage
10166027	7-ELEVEN #32290	8395 OTAY MESA RD SAN DIEGO, 92154	06/06/2012	06/19/2013	7-Eleven Inc. (Dallas, TX) [90129076]	282 / 10	Delete Manage
10165751	Accu-Tech	830 W National Drive Suite 100 Sacramento, 95834	06/06/2012		Anixter International (Glenview, IL) [90131488]	2 / 1	Delete Manage
10165647	Accu-Tech	830 W. National Dr. Suite #100 Sacramento, 95834	06/03/2012		Anixter International (Glenview, IL) [90131488]	2 / 1	Delete Manage
10446484	ADVANCED CARE VETERINARY HOSPITAL	12443 Poway Rd Poway, 92064	05/29/2013	05/29/2013	OCEANSIDE VETERINARY HOSPITAL (OCEANSIDE, CA) [90338194]	2 / 1	Delete Manage

Export to Excel

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## EDT Usage/Statistics Reports

Near the bottom of the [Reports](#) page are two reports showing summary statistics for EDT usage.

The screenshot displays the 'CERS Regulator' interface. At the top, a navigation bar includes links for 'Chris Allen's Account', 'Sign Out', 'Tools', 'Reports', and 'Help'. Below this, a secondary navigation bar features buttons for 'Submittals', 'Facilities', 'Businesses', 'Regulators', 'Compliance', 'Responders', and 'Reports' (which is highlighted with a red circle). The main content area is titled 'Reports' and includes a breadcrumb trail 'Home » Reports'. A section titled 'Instructions/Help' provides guidance on reporting. Below this, a 'General Reports' section is visible. The 'EDT Reports' section, outlined with a red border, contains two links: 'EDT Authorized UPAs by EDT Tier' (with a subtext 'View which UPAs are authorized for which EDT Tiers.') and 'EDT Transaction Statistics' (with a subtext 'View/search EDT Transaction Statistics by UPA.'). The footer of the page includes version information (Version 2.20.0130), links to 'Enhancements', 'CERS Central', 'Diagnostics', 'Conditions of Use', 'Privacy Policy', 'Contact', and 'Help', and copyright information for the California Environmental Protection Agency.

California Environmental Reporting System: Regulator

Chris Allen's Account Sign Out Tools Reports Help

CERS Regulator

Submittals Facilities Businesses Regulators Compliance Responders Reports

Reports

Home » Reports

Instructions/Help

If you have an idea/suggestion for a report, please review the proposed/scheduled [CERS Enhancements Listing](#). If you don't see it there, click the CERS Enhancement Request Submit button on that page to offer your suggestion to the CERS change management governance process.

General Reports

Regulator Reports

EDT Reports

[EDT Authorized UPAs by EDT Tier](#)  
View which UPAs are authorized for which EDT Tiers.

[EDT Transaction Statistics](#)  
View/search EDT Transaction Statistics by UPA .

Version 2.20.0130 | [Enhancements](#) | [CERS Central](#) [Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

California Environmental Reporting System: Business | © 2013 California Environmental Protection Agency  
CERS Technical Support: [Request Technical Assistance](#)

CERS Help Settings Notifications

## Miscellaneous Additions Related to Business and Regulator Portals

### Past Submittals Not Visible to a Facility's New Owner/Operator

Starting in late June, the new owner/operator of a facility transferred via a Facility Transfer Request in CERS will no longer be able to view (or copy from) submittals previously submitted by past owner/operators. This changes primarily appears in the *Submittal History* and *Prepare Draft Submittal* pages. As has been previously the case, the exception to this would be when the regulator chooses to transfer past submittals to the new owner/operator, which normally is only selected when a facility is being transferred to consolidate it under a single CERS business entity.

A facility's previous owner/operator(s) can use the *Facility/Submittal Archive* page (Under the "Submittals" menu) to view facilities they previously owned/operated and any submittal they made for the facilities. At some point in the future Cal/EPA will implement features allow previous owner/operators to see the **details** of their archived submittals.

The screenshot shows the 'CERS Business' portal with a green header. The main navigation bar includes 'Home', 'Submittals', 'Facilities', 'Compliance', and 'My Business'. The 'Facility/Submittal Archives' section is active, showing a breadcrumb trail: 'Home > My Business > Archive'. A sidebar on the left lists navigation options: Summary, People, Action Required, Notifications, Email History, Regulators, Manage Facilities, and Archive. The main content area is divided into two sections: 'Archived Facilities' and 'Archived Submittals'. The 'Archived Facilities' table lists one facility: XFER International #101, located at 1008 I St, Sacramento, CA 95814. The 'Archived Submittals' table lists one submittal for the same facility, submitted on 7/1/13. The footer indicates 'Version 2.20.0129' and provides links for 'Diagnostics', 'Conditions of Use', 'Privacy Policy', 'Contact', and 'Help'.

CERS ID	Facility Name	Address	City	ZIP Code
1015	XFER International #101	1008 I St	Sacramento	95814

CERSID	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote	Tanks	APSA
1015	7/1/13	Submitted	Submitted							

Regulators can see ALL submittals for a CERS ID, with submittals from past owner/operators shown in a new "Archived Submittal History" section.

The screenshot shows the 'CERS Regulator' portal with a blue header. The main navigation bar includes 'Home', 'Submittals', 'Facilities', 'Businesses', 'Regulators', 'Compliance', 'Responders', and 'Reports'. The 'Facility: XFER International #101 (CERSID: 10150487)' section is active, showing a breadcrumb trail: 'Home > Facility Search > Facility Summary: 10150487 > Submittal History'. A sidebar on the left lists navigation options: Summary, Submittals, Reporting Requirements, Compliance, Notifications, Manage Facility, Change UPA, and Location Map. The main content area is divided into two sections: 'Submittal History for XFER International #101' and 'Archived Submittal History for XFER International #101'. The 'Submittal History' table lists one submittal for the same facility, submitted on 7/9/13. The 'Archived Submittal History' section includes a note: 'Submittals shown below were submitted by previous owner/operators of this facility.' and lists one submittal for the same facility, submitted on 7/1/13. The footer indicates 'Version 2.20.0130' and provides links for 'Diagnostics', 'Conditions of Use', 'Privacy Policy', 'Contact', and 'Help'.

CERSID	Address	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote	Tank	APSA
10150487	XFER International #101 1008 I St Sacramento, 95814	7/9/13	Submitted	Submitted	Submitted						

CERSID	Address	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote	Tank	APSA
10150487	XFER International #101 1008 I St Sacramento, 95814	7/1/13	Submitted	Submitted							

Reminder to Regulators related to this issue:

When Regulator Accepts a Facility Transfer Request, they should only select this box if it is appropriate for the facility's new owner/operator to view/copy from submissions by the previous owner/operator(s)

☐ **Transfer Past Submittals (and any current drafts) to New Business/Organization:** 2 submittal elements were previously submitted (or currently drafted) for this facility. Check this box only if you wish these past submittals to be transferred to the new Business/Organization. Normally a facility's past submittals should remain associated with the business (facility owner/operator) who submitted the reports. However, because the business currently associated with this facility was created in UNIDOCs/CERS1, you may be transferring this facility to unite multiple facilities under a single CERS business/organization, in which case you should select this option.

Accept

Reject

Cancel

## Addition of Additional Email History and Notification Pages

A number of pages were added in both the Business and Regulator Portals showing filtered views of CERS-generated automated emails as well as *Notifications* of actions taken by a CERS user. Places where these new pages appear include: the "My Account" page (under the "[Your Name] Account" link at the top of each portal's pages), as well under the Facility and Business detail pages in the Regulator Portal.

## Chemical Library Search

The search results for the general [Chemical Library Search](#) Page and the Inventory Submittal Element's *Add Chemical Search Page* were modified to more clearly show which entries are synonyms versus more "official" entries for materials with common and/or chemical names. A selector was added to the Chemical/Material Name search filter to match results that "Starts With", "Contains", "Ends With", or is an exact match of the query. Additional filters were also added for excluding synonym and/or mixtures.

**CERS Business**

**Unified Program Chemical Library**  
CERS Data Registry » Unified Program Chemical Library

[Instructions/Help](#)

**Search CERS Chemical Library**

Chemical/Material Name:  **Starts with**

CAS Number:  **Exact Match**

CERS Chemical Library ID (CCLID):  **Contains**

**Ends with**

☐ Exclude Synonyms ☐ Exclude Mixtures

Use the form to the left to search the CERS Chemical Library. After searching, use the "Export to Excel" button at the bottom right of the results below to see more detailed information about each chemical.

**CERS Chemical Library Search Results**

Material Name	Type	CAS #	CCL ID
<a href="#">View</a> <b>Xylene</b>	Pure	1330-20-7	CCL-100957
<a href="#">View</a> <i>Xylene- alpha-,alpha'-diol, ar-(allyloxy)-</i>	Pure	28655-63-2	CCL-151005
<a href="#">View</a> <b>Xylene, bromo-</b>	Pure	28258-59-5	CCL-241977
<a href="#">View</a> <i>Xylene, formaldehyde polymer, methacrylic acid adduct</i>	Pure	68955-11-3	CCL-200523
<a href="#">View</a> <i>Xylene range aromatic solvent</i>	Pure	64742-95-6	CCL-169229

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## Facility Location Map

When facilities were/are added to CERS, Cal/EPA uses an automated commercial service to estimate the facility's latitude and longitude based on the facility address. Many of these estimates are quite accurate, but some are not. Features were added in both the Business and Regulator Portals to allow the facility's owner/operators or its regulator to update the facility's mapped location.

**CERS Business** Home Submittals Facilities Compliance My Business

**Business Activities: XFER International #101**  
Home » Prepare Submittal (10150487) » Facility Information: Business Activities (Draft)

Number 101 CERSID: 10150487 Address: 1008 I St, Sacramento, CA 95814

**Site Identification**

Facility Name XFER International #101	Edit	CERSID 10150487	
Business Site Address 1008 I St	Edit	EPA ID Number CA999999999	Edit
Sacramento, CA 95814			
County: Sacramento			

New "thumbnail" map shows the location of facility based on the facility's current GIS coordinates. Most CERS facility's coordinates are automated estimates based on geolocation of the address, and may need to be corrected using the "View/Edit Location Map" button.

Save Cancel

View/Edit Location Map

**CERS Regulator** Home Submittals Facilities Businesses Regulators Compliance Responders Reports

**Facility:** Home » Facility Search » Facility Summary » Facility Map

**Summary**  
Submittals  
Reporting Requirements  
Compliance  
Notifications  
Manage Facility  
Change UPA  
**Location Map**

**Facility Location Map**

If needed, please reposition the pushpin on the map and select the "Save" button to update the location map.

Map showing facility location with a pushpin. User selects the facility's "pushpin", moves it to the correct location, and then selects the "Save" button.

Physical Address: 115 Road  
Estimated Accuracy (in meters): 10.00

Save

## CERS Enhancements Listing: Allows Comments and "Likes"

The CERS Enhancements Listing page (<https://cersbusiness.calepa.ca.gov/Enhancement>) was upgraded to allow signed-in users to enter non-anonymous comments (and or a "Like") for a specific enhancement request. The enhancement was requested by the CERS Regulator User Group at its December 2012 meeting. Although the updated Enhancement Listing page is now housed in the Business Portal, any Regulator User can access the



listing using the username/password they use to access the Regulator Portal.

**CERS Business** Home Submittals Facilities Compliance My Business

**CERS Enhancement Detail**  
Home » CERS Enhancements Listing » CERS Enhancement Detail

**Add New Facility Screens: Allow Business User to...** Back

The Comments table below lists all the comments for the given Enhancement. Use the Add button to add your comment to the listed Enhancement. One comment is accepted per user. To view any comment or edit your comment use the Select button in the Comments table.

**CERS Enhancement**

Enhancement Title: Add New Facility Screens: Allow Business User to Override Default CUPA Mapping  
Enhancement ID: 63  
Status: Proposed  
Origination: Cal/EPA and 2 business users  
Target Date:  
Portal: Business Portal  
Priority CalEPA: Low  
Assignee: None  
Last Updated: 6/21/2013 10:30 AM  
Description: When business users add a new facility to CERS, the facility's CUPA is automatically created. These initial mappings are correct most of the time. If a facility is not found in the CUPA database, the facility is not added to CERS. The facility is maintained in CERS between updates. The facility is maintained in CERS between updates. The facility is maintained in CERS between updates.

**CERS Enhancement Comments** Add Comment

Select	Comments	User	Organization	Regulator	User Priority	User Likes	Last Updated
Select	This enhancement has been mentioned in several phone...	Catherine Gause		CalEPAUP			7/8/2013
Select	Several multi-facility businesses have requested this...	Chris Allen		CalEPAUP			7/8/2013

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## Regulator "Seeding" of Facility Records in CERS

Cal/EPA completed its final round of seeding facility records in CERS provided by regulators on April 18. A total of 39 CUPAs either added or updated facility information for over 90,000 facilities, 350,000 inventory records, and 18,000 UST tanks. A summary of data seeding records counts is available at <http://cersapps.calepa.ca.gov/Public/Seeding/>. Data seeding results in a fair number of duplicate facility records, which regulators can help identify using the Regulator Portal's **Find Duplicate Facilities** report discussed elsewhere in this document.

## Electronic Data Transfer (EDT)

Cal/EPA has completed implementation of all EDT-deliverables. Based upon some regulator comments to Cal/EPA staff, there appears to be some confusion about when Cal/EPA delivered EDT-related products to EDT implementers. The details of these releases have been published for the past two years on the CERS EDT Implementers Blog at <http://cers.calepa.ca.gov/announcements/EDT/>. The key deliverables of note include:

<a href="#">July 2011</a>	First Draft of EDT Schemas released for public comment
July/August 2012	Cal/EPA invites all know data services vendors to begin testing initial test versions of the Phase I endpoints needed by most CUPA EDT implementers. Other vendors with CUPA sponsors added over the next 6 months.
<a href="#">April 2012</a>	First Full 1.00 Release of EDT Schemas released based upon public comment
<a href="#">January 2013</a>	Release of 1.05 EDT Schemas to capture errors/problems discovered by EDT testers and Cal/EPA
<a href="#">February 2013</a>	Production release of Phase I EDT endpoints
April/May 2013	First Production use of Phase I EDT endpoints
<a href="#">June 2013</a>	Production release of Phase II EDT endpoints (for CUPAs with local reporting portals)



## CERS Development Priorities for the Remainder of 2013

Cal/EPA software development team will focus on the following activities through the remainder of 2013 and possibly into early 2013. Future priorities after that will come from Cal/EPA management and input via the CERS Enhancements listing from the CERS Regulator and Business User Groups.

- Assisting EDT implementers and CUPAs with their EDT implementations
- Implement enhancement for Submittal Review as discussed in CERS Enhancements [#14](#), [#13](#), [#25](#), and [#62](#).
- Rewriting and streamlining code in the Business Portal's New Facility Wizard and the various pages in the Business and Regulator Portals for initiating and processing Action Items.
- Provide support for printing most/all form (and document uploads?) of a submittal element as requested by many business users.
- Miscellaneous minor enhancement requests